



Dear Applicant :

Thank you for your interest in the U.S. Export Assistance Center internship program. U.S. Export Assistance Center interns not only gain an understanding of international business activities, but also enhance existing skills such as communication abilities and computer literacy. In addition, interns work directly with small and medium sized U.S. businesses, thereby networking with potential employers and future professional peers.

Please find enclosed information outlining our mission and our assistance programs to U.S. exporters, and the internship application packet. First, please complete the forms in the included packet. You do not need to complete Attachment 5 - the Student Volunteer Service Agreement unless you are planning to receive college credit for your internship here. Second, please provide a writing sample by composing a letter to a prospective client offering our assistance. For ideas, please consult the information on our websites, which describes our organization and our exporter services. Our website addresses are <http://www.buyusa.gov/oregon> and <http://www.buyusa.gov>. Finally, enclose a copy of your resume. Once you have completed these tasks, please mail them to

Attn: Allan Christian, International Trade Specialist  
U.S. Export Assistance Center  
One World Trade Center  
121 SW Salmon St., Suite 242  
Portland, OR 97204

Please return this packet to me as soon as possible. Our office receives many applications for our intern sessions in the Summer, Fall and Spring, and because we cannot offer internships to everyone who applies, this is a competitive application process. I look forward to receiving and reviewing your application.

Sincerely,

Allan Christian